

EDL-R Beta Test Instructions

*Please email your test comments and suggestions to Elmain.Martinez@jpl.nasa.gov by February 18th.

Before you begin:

- Did you receive an email from Adrian about the creation of your EDL-R user account? If not contact him at (818)353-5995 or Adrian.Tinio@jpl.nasa.gov.
- You can follow one or more of the test scenarios, venture on your own, or both.
- If you have questions or problems during testing contact Elmain at (818)354-4053 or Adrian.

A note about security: all traffic between your browser and the server is encrypted. The site is password protected and each user is assigned an authorization level to restrict access to NASA-only and ITAR documents.

The EDL-R url is <https://edlr.jpl.nasa.gov>

Help us to catch problems and annoyances. We're looking for feedback on the submission and search functions:

Submission:

- Generally, tell us what you liked & didn't like about the process
- What problems or annoyances did you experience?
- If you used the in-line Help, did it clear up your questions?
- Approximately how long did each submission take (hopefully less with each)
- Did you have any navigation problems?
- Was the web server response too slow at times? If so, tell us what you were doing and the time so we can track the problem down.
- Do you have any suggestions for improving the metadata collected?

Search:

- Which search method do you prefer? Simple, Advanced, Browse?
- Overall, how was the server response to your search requests?
- Was the Advanced Search Help clear and understandable?
- Did you use the Subject keywords criteria on Advanced search? Do you have any suggestions for improving the selection of subject keywords?

Known bugs and limitations:

1. Safari 2.0.4: the workflow steps/buttons do not highlight to indicate which step you are in.

Plans for the next release:

- Account Request page
- Detailed Help page
- Improved Subject-selection
- File up/downloads > 2GB
- Add/Delete capability for Most Wanted List

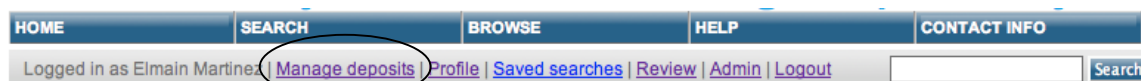
Navigation Instructions for Submissions

Before you begin using the EDL-R there are a few things you should know that will help you navigate the EDL-R. Most importantly, there are 5 steps in the submission process. These steps are referred to as the ‘workflow’, which are described below:

Workflow Step	Description
1) Item Type	Specify the kind of material being submitted
2) Upload	An optional step to upload one or more related documents. Skip this step if a document is copyright.
3) Details	Specify bibliographic information about the item(s) being submitted
4) Subjects	Specify keywords that can be used to search for the item(s)
5) Deposit	Deposit the submission for review by the Editor

The following paragraphs contain instructions and examples on how to navigate the tool when making submissions.

After you login, you can begin the submission process by selecting the Manage Deposits link in the Login menu bar:



When you select this link the page will be updated to display a table listing the items you are working on or have submitted for review. Here’s an example:

Manage deposits

New ItemImport Items

☒ User Workarea. ☒ Under Review. ☐ Live Archive. ☐ Retired.

Last Modified ▼	Title	Item Type	Item Status
25 Jan 2008 15:03	Mars Aerocapture and Thermal Dynamics Design Considerations	Dataset	Under Review
25 Jan 2008 11:14	test	Review	User Workarea
24 Jan 2008 12:19	UNSPECIFIED	Dataset	User Workarea
15 Jan 2008 17:03	Mars Global Surveor: Mission Requirements & Vehical Description	Review	User Workarea

From this page you can create a new submission by selecting the ‘New Item’ button. And once you start a submission, you can save your work at any point in the workflow by selecting the “Save for Later” button located at the top and bottom of the workflow pages.

All the submissions you make will be listed in the Manage Deposits table whether they are work-in-progress, under review, or live in the archive. You can control what is listed in the table by selecting one or more check boxes shown just above.

When you select a submission listed in the Manage Deposits table, the View Item page will display various view options (tabs). Here's an example of the top portion of that page:

View Item: Mars Global Surveor: Mission Requirements & Vehical Description

You are both [a depositor](#) and [an editor](#) of this item. This is a depositor screen.
This item is still in your work area. It will not appear in the repository until you deposit it.

Deposit item

Details	Summary	Actions	Edit	Export	History
Item ID:	10				
Revision:	36				
Item Status:	User Workarea				
Depositing User:	Elmain Martinez				
Directory:	disk0/00/00/00/10				
Last Modified:	15 Jan 2008 17:03				
Last Status Change:	08 Jan 2008 10:19				
Item Type:	Review				

The tabs that you will use the most are 'Actions' and 'Edit'. Selecting the Actions tab will display buttons that will allow you to perform various tasks:

Details	Summary	Actions	Edit	Export	History
<p>Deposit item - Deposit item</p> <p>New version - Use this to submit a new version of this item. It will create an exact copy which you can then make changes to. This item and the new version will be linked.</p> <p>Use as template - Create a new item using this item as a template. There will be no connection between the two items.</p> <p>Edit item - Edit item</p> <p>Destroy item - Remove this item from the system forever.</p>					

To jump into any point in the workflow, select the Edit tab to display the workflow buttons:

Details	Summary	Actions	Edit	Export	History
<p>Type → Upload → Details → Subjects → Deposit</p>					

Workflow Scenarios

1) Item Type Scenarios

We're interested in your comments about the granularity of the Item Type options listed on the Item Type workflow page. We're also interested in whether you think the fields listed on Details page for these Item types is adequate:

- Review
- Teaching Material
- Report
- Dataset
- Software/Models

2) Upload Scenarios

If you plan to upload a file make sure you can access it from your browser. Also, having the file open will help to complete the bibliographic profile. Note that the maximum size of a file is 2 GB. This limitation set by the Apache web server we're running, however, we've seen blog traffic that this limitation may be fixed in a later version of Apache. Our goal is to remove this limitation in the next release.

There are 3 scenarios for uploading files: no files to upload (due to copyright), one file, multiple files, e.g. multiple volumes.

To Change Your Password

1) If you forgot your password:

- a. On the login page, select the link 'Forgot Password?' You will be prompted to enter your email address and a new password; select the 'Submit' button.
- b. You will get an email with the subject 'Reset Password'. The email contains a password-activation link. Select this link to activate your password. The browser will display a message that it has confirmed your new password. Select the 'Continue' link to go to the Manage Deposits page.

2) To reset your password using the EDL-R:

- a. Login to the EDL-R and select the link 'Profile' located in the login menu bar.
- b. Select the button 'Modify profile'. Enter in a new password in the field titled 'Password:' and select the 'Save' button.